

## TERMINATION CHECKLIST

NAME: Samuel Houston

BADGE: 014332

EFF DATE: 03/14/05

CODE: S

## COMPLETE

212-PRISM (PACU) Input payroll and effective dates, term code & verify forwarding address (Payroll date is Monday on/or before eff date) Give/Mail employee copy.  
 229 - Complete & send original to F&A  
 Verify forwarding address.  
 PRISM (PDED) Cancel all deductions except credit union.  
 PRISM (PABQ & PAPQ) Print absentee records for past two years & file in 201 file.  
 Log on Termination Report  
 Email ITS Help Desk  
 Email Medical Services regarding Medical Term Exam  
 Label - Type Terminated, Effective Date and Reason for termination on label.  
 I9 (Eligibility Verification) File in terminated I9s.  
 213 (Personnel Termination Exit Interview) ☐ Type top of form ☐ Employee completes bottom. Sign interviewer & forward to EEO Officer. (Exclude Military Leave)

## INSURANCE

☐ Pull Insurance Card. Indicate date terminated and give card to Insurance Department.

## COMPLETE FOLLOWING

- ☒ Badge, Get from employee  
☒ Military Driver's License - Send to Prod Control  
☒ Authorization - Get from employee & send to Dir, Quality  
☒ Insurance ID Card - Can keep if continuing coverage  
☒ Security - See Security Office (Excludes Military Leave)

## MILITARY LEAVE

- ☐ File military orders in 201 file  
☐ Copy to F&A.  
☐ Complete Accruals Statement: ☐ Retain ☐ Pay Out

## LAYOFF

- ☐ Receipt for Benefits Information Letter.  
☐ Add volunteers to layoff roster.  
☐ Make yellow 226 for job held at time of layoff.

## PACU INPUT CODES

1. Employee Request
9. Involuntary Term
- a. Indefinite Layoff

## TERMINATION CODES

- |   |   |
|---|---|
| <p>A Military (accruals are paid off)<br/>           B Death<br/>           C Voluntary<br/>           D Total Disability - Employee on medical leave for time equal to employment, but not to exceed five years.<br/>           E Early Retirement - 9-1-04 through 11-30-04 Company pays health premium for 3 years.<br/>           F Discharged<br/>           G Layoff<br/>           H Retired - Employee retiring who cannot elect to retain or do not elect their insurance coverage (ages 62 thru 64 excluded)<br/>           I Retiree under "E" dies, but has dependents for health care under early retirement program.<br/>           J Released - Without Prejudice<br/>             1. Probationary employees who are laid off.<br/>             2. Employees laid off for time equal to employment, but not to exceed five years.<br/>             3. Employees who do not answer or refuse recall.<br/>             4. Employees on leaves (other than medical and layoff) whose reinstatement rights have expired.<br/>           K Early Retirement 02-28-97 - 04-30-97</p> | <p>L Leave of Absence (retain accruals)<br/>           M Mobilization (retain accruals)<br/>           N When "K" retirees die, term code changed to N for dependents<br/>           O Public Office<br/>           P Mobilization (pay accruals)<br/>           Q Early Retiree under age 65 (08-00 to 05-05-02)<br/>           R Retirement - 08-24-94 - 09-30-95 age 62-65; company pay health premium for 3 years or until age 65.<br/>           S Physical Disability<br/>           T Retirees under "R" dies but has eligible dependents for health care under early retiree programs.<br/>           U Union Leave<br/>           V 1999 Retiree under Age 65<br/>           W 1999 Retiree over Age 65<br/>           X Military - (Without accrual payoff; retains accruals)<br/>           Y Retired Code "V" or "W", employee deceased and spouse still covered<br/>           Z Employee retired under "Q", deceased and spouse still covered</p> |
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Revised - 12-03-04

Sam Houston v. L3  
 Communications  
 2505